



# Marlboro Township

## Department of Recreation

1996 Recreation Way, Marlboro, New Jersey 07746  
Phone: 732-617-0100 Fax: 732-536-2376 E-mail: [Recreation@marlboro-nj.gov](mailto:Recreation@marlboro-nj.gov)

### **JOB DESCRIPTION – COUNSELOR**

#### **Function:**

Under supervision, is responsible for a group of campers and one or more activities of the camp program and does related work as required.

#### **Supervision:**

Responsible to Group Leader, Site Director, Assistant Superintendent of Recreation, Camp Director, and/or Recreation Director.

#### **Duties:**

#### **TO BE WITH YOUR GROUP/CAMPERS AT ALL TIMES!**

- Organizes, promotes, leads, teaches and conducts one or more activity classes of camp program such as sports, arts & crafts, games, music, and special features and events.
- Conducts surveys of campers as to interests, problems, and pertinent matters.
- Acts as advisor, counselor, teacher, and manager of a group of participants.
- Cooperates in and assists in conduct of camp-wide special days and events.
- Follows set rules and regulations for safety and welfare of participants.
- Assists in the daily maintenance and sanitary operation of the facility.
- Inspects facility, equipment, and area for health and safety; corrects or reports improper and hazardous situations.
- Reports to Supervisor on activities, participant's plans, programs, problems and needs; recommends action, and carries out policies of the Recreation Department.
- Checks schedules of the assigned group and assists in arranging their activities and in solving their problems.
- Maintains appropriate records and inventories and makes reports.
- Responsible for the supervision of the children enrolled while ensuring health and safety.

#### **Qualifications:**

- Skills in the leadership of one or more types of camp skills.
- Ability to work with campers, staff, parents, and the ability to speak before a group and to communicate clearly and concisely.
- Ability to inspire confidence and enthusiasm in participants.

#### **Special Requirements:**

**Must be 15 years of age, or completing grade 9, prior to the start of the camp season.**